

12 January 1972

MEMORANDUM FOR: Division and Staff Chiefs, OP

SUBJECT : Briefings for the Deputy Director for Support

1. Attached is a copy of a memorandum from the Executive Officer to the Deputy Director for Support setting up your 1972 briefing schedules. Also attached is DD/S Administrative Instruction No. 72-1 which contains guidelines for the preparation and presentation of the briefings.

2. The Director of Personnel has requested that you be prepared to "dry run" your proposed briefings with him about two weeks in advance of your scheduled DD/S briefing. Miss [redacted] will schedule specific times and dates about two weeks prior to your DD/S briefing date.

[redacted]

Executive Assistant  
Office of Personnel

Atts: 2

Distribution:

- 1 - Each Addressee
- 1 - DD/Pers/P&C; R&P; SP
- 1 - D/Pers Subject File
- 1 - D/Pers Chrono
- 1 - [redacted]

CONFIDENTIAL

GROUP 1  
Excluded from automatic  
downgrading and  
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